



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890126-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Tariffs and Rail Services Section 1007 Virginia Avenue, Suite 310 Hapeville, Georgia 30354	Application Number	82-603-A
Application Number		Date Received JAN 26 1989	Date Completed JUN 16 1989
2. Person to Contact Susan Davis		Working Title Principle Secretary	Telephone Number 559-6625
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 82-603 (Records Center) Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1988 Present		5. Records Series Title (followed by title used in office, if different) Tariff Transmittal Letters (motor carriers, railroads & busses)	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?	

See attached sheet for description in detail.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.
- Documents relating to: documenting the receipt of tariffs filed in compliance with rules and regulations of the Commission by motor carrier, railroad and bus companies.
- Included are: Tariff transmittal letters.

File is arranged: Alphabetically by name of company.

3. Monthly Reference Rate How often are records referred to which are:
One to six months old 1 - 3; Seven to twelve months old 1 - 3; Thirteen to twenty-four months old never
twenty-five months and older never?
- Annual Rate of Accumulation of Records
Letter-size drawers 4; Legal-size drawers _____; Shelves _____; Other (specify) _____

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

1. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 7 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Infrequency of use does not justify maintaining these records for longer than a period of one year in the office. We have not had any occasion to refer back to these files since they have been in storage 7 years.

2. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

890126-01

1989 JAN 26 PM 2:55

These instructions apply to all prior and future accumulations of the series.

82-603A

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/25/89	<i>[Signature]</i>	1/25/89
State Records Committee (Signature)		Date	
State Auditor/Designee		6-16-89	
Secretary of State/Designee		6/16/89	
GOVERNOR'S		6/16/89	
Attest General/Designee			

Recommendations in paragraph 12 are approved.
If disapproved, attach letter of explanation.)



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Transportation Rates & Services Division 1001 International Blvd., Suite 1107 Hapeville, Georgia 30354	Application Number 82-603	
Application Number		Date Received DEC 3 1982	Date Completed JAN 19 1983
2. Person to Contact Susan Davis		Working Title Principal Secretary IV	Telephone Number 761-0775
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1968 Latest 1981 present		5. Records Series Title (followed by title used in office, if different) Tariff Transmittal Letters (motor carriers, railroads & busses)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? See attached sheet for description in detail			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: documenting the receipt of tariffs filed in compliance with rules and regulations of the Commission by motor carrier, railroad, and bus companies. Included are: tariff transmittal letters. File is arranged: Alphabetically by name of company.			
8. Monthly Reference Rate How often are records referred to which are: almost One to six months old 1-3; Seven to twelve months old 1-3; Thirteen to twenty-four months old never; twenty-five months and older never?			
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	7	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 6 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Horace J. Hartley	12-1-82	Th. Mulla	12/2/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-29-82
		Secretary of State/Designee	12/22/82
		Attorney General/Designee	12-27-82